



JOB POSTING

24-29

POSTION: Accounts Receivable / Admitting Clerk, Casual

POSTING DATE: June 11, 2024

SHIFT: As per the CUPE Collective Agreement

SALARY: \$27.65 + 18% in lieu of benefits/vacation

QUALIFICATIONS:

1. Graduate of Grade 12.
2. Post-secondary education in business administration, bookkeeping, or other relevant field is required.
3. Minimum one year experience in office administration, bookkeeping procedures, and accounts receivable processes.
4. Experience using a computerized accounting system is required.
5. Experience with Meditech is a strong asset.
6. Must possess analytical and problem solving skills and be able to work without supervision.
7. Must have excellent time management skills, as well as verbal and written communication skills.
8. Must understand and practice professional ethics.
9. Must be able to exercise tact and diplomacy when interacting with patients, their families, and other staff members.

RESPONSIBILITIES:

- Prompt and timely invoicing of all charges, on behalf of the Hospital.
- Ensuring prompt and timely receipt and deposit of all monies collected on behalf of the Hospital. This requires regular communication with patients and / or their representatives.
- Coordinate and carry out regular month-end and year-end financial processes.
- Provide reception and information to all patients and visitors, as required.
- General office duties.
- Orientation of new nursing and ward clerk staff.
- Provide occasional coverage to the Outpatient Registration Clerk, as required.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.

Those interested in the position are requested to apply in writing to:

Simranpreet Kaur, HR Manager

jobs@redlakehospital.ca